



COVID-19 Vaccine Management System (CVMS) - Provider Portal

Indicate an Inventory from Federal Allocations Job Aid

Please follow the instructions below to indicate a 'Federal Allocation' when adding new Vaccine Inventory or when updating an existing Vaccine Inventory record in the CVMS Provider Portal. Only users with a HEALTHCARE LOCATION MANAGER profile can indicate a Federal Allocation in the CVMS Provider Portal.

Please Note: This process is designed primarily for FEMA and FQHC designated locations. However, this does not preclude any other provider from receiving a Federal Allocation.

A federally allocated vaccine inventory simply means that the vaccine inventory shipment was sent on behalf of the federal government. For most inventories, the default will be a state allocation and the Federal Allocation checkbox will be unchecked to signal that it is NOT a federal allocation.

State Allocations: If the inventory is sent on behalf of the State, your primary Vaccine Coordinator should be sent an email and a shipment record should be available in the CVMS Provider Portal. Typically, shipment records are loaded into the CVMS Provider Portal before 12:00 pm the day of the vaccine arrival.

Federal Allocations: If the inventory is sent on behalf of the federal government, there will *NOT* be a shipment record in the CVMS Provider Portal and Healthcare Location Manager entering the inventory will be required to 'check' the Federal Allocation box in the inventory record and add FED to the inventory record name.

1 How to indicate a Federal Allocation when adding new Vaccine Inventory

In this scenario, you want to tag a new Vaccine Inventory Record as a Federal Allocation.

1. Navigate to the **VACCINE INVENTORY** tab



NCDHHS CVMS Provider Portal

Home Recipient Appointments Locations Bulk Registration **Vaccine Inventory** More ▾

You are currently logged in as Clinic Location1

[Switch Locations](#)

Recipient Check-In

You can check in a recipient by entering their appointment confirmation number into the box below

Appointment Confirmation Number [Go](#)

No Appointment Confirmation Number?

[Search Appointments](#)

Today's Appointments

| TIME | DETAILS | CASE NUMBER | LOCATION |
|----------------------|---|-------------|------------------|
| Mar 10, 21, 08:00 AM | TJ TJ Dose 1 Scheduled | 03045802 | Clinic Location1 |
| Mar 10, 21, 09:47 AM | Wednesday Morning Dose 1 Scheduled | 03045809 | Clinic Location1 |
| Mar 10, 21, 09:57 AM | Jennifer Yu Dose 2 Scheduled | 03045108 | Clinic Location1 |
| Mar 10, 21, 10:46 AM | Tar Ramses Heels Dose 1 Scheduled | 03045812 | Clinic Location1 |
| Mar 10, 21, 10:48 AM | Buzz Fred Lightyear Dose 1 Scheduled | 03045814 | Clinic Location1 |

[View all](#)

2. Click Add

Scan or type a barcode [Add](#) [Waste](#) [Insufficient Quantity](#) [Inbound Transfer](#) [Outbound Transfer](#)

Vaccine Inventories

All Vaccine Inventories ▾

11 items • Sorted by Vaccine Inventory Name • Filtered by All vaccine inventories • Updated a few seconds ago

Search this list...

| Vaccine In... | Account ... | Product Na... | Usage (First... | To... | D... | D... | Ex... | D... | Lot | Status | Expiration D... | Date Receiv... | Created Date |
|---------------|--------------------|----------------|-----------------|--------------------|------|------|-------|------|--------|-----------|-------------------|-------------------|-------------------|
| 1 | Delivery 02/16/... | Solutions Loc1 | Moderna (10... | First Dose only... | 200 | 200 | 0 | 0 | 138495 | Available | 3/2/2026, 12:0... | 3/2/2021, 11:3... | 3/2/2021, 11:4... |

3. Fill out required fields, update the "Vaccine Inventory field" to start with "FED - ", select the **FEDERAL ALLOCATION?** checkbox, and click Save.

New Vaccine Inventory: New Vaccine

Fields

*Account

*Vaccine Inventory Name

*Expiration Date

*Vaccine Product

*Lot

*Usage (First or Second Doses)

*Total Doses

Extra Doses

Federal Allocation? ☒

Shipment Details

Shipment

Unable to locate Shipment record ☐

Inventory Instructions and Assistance

[Cancel](#) [Save & New](#) [Save](#)



NOTE: When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

2 How to indicate a Federal Allocation for existing Vaccine Inventory records

In this scenario, you want to indicate an existing Vaccine Inventory record as a Federal Allocation.

1. Search for a **VACCINE INVENTORY** record from the Vaccine Inventory tab and click on the specific Vaccine Inventory Record

The screenshot shows the NCDHHS CVMS Provider Portal interface. The 'Vaccine Inventory' tab is selected. A search bar at the top right contains the text 'Search this list...'. Below the search bar, a table lists vaccine inventory records. The first record, 'Delivery 03/05/2021', is highlighted with a red box. The table columns include Account, Product Name, Usage, Doses, Lot, Status, Expiration Date, Date Received, and Created Date.

2. Click the **PENCIL ICON** next to the Federal Allocation field

The screenshot shows the details of the vaccine inventory record 'Delivery 03/05/2021'. The 'DETAILS' tab is selected. The 'Vaccine Inventory Details' section shows fields for Vaccine Product, Lot, Expiration Date, Usage, Total Vials, Vaccine Inventory Name, Account, Date Received, Status, and Federal Allocation?. The 'Federal Allocation?' field has a pencil icon next to it, which is highlighted with a red box.



3. Check the **FEDERAL ALLOCATION?** box and click Save

NOTE: When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED - to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

DETAILS RELATED

Vaccine Inventory Details

* Vaccine Product
Janssen COVID-19 Vaccine

* Vaccine Inventory Name
FED Delivery 03/05/2021 Lot 4441241

* Lot
4441241

* Account
Clinic Location1

* Expiration Date
Date: 3/5/2023 Time: 12:00 PM

Date Received
Date: 3/5/2021 Time: 10:53 AM

Usage (First or Second Doses)
First Dose only (100%)

Status
Available

Federal Allocation? ☒

Total Vials
20

Dose Amounts

Total Doses
100

Extra Doses

Doses Administered
2

Doses Wasted
0

Doses Available
98

Doses Insufficient Quantity
0

Cancel Save

If you have any questions or issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine and select the "Vaccine Provider" option to submit your question or issue.

You can also call the COVID-19 Vaccine Provider Help Desk at (877) 873-6247 and select option 1. The COVID-19 Vaccine Provider Help Desk is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET

Saturday: 8:00 AM – 4:00 PM ET

Sunday: Closed

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